



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 24, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE ACCEPTANCE AND ALLOCATION OF FY 2003-04
WIA 15% GOVERNOR'S DISCRETIONARY FUNDS AND ALLOCATION
OF FY 2002-03 CARRYOVER FORMULA FUNDS FOR THE
HEALTHCARE WORKFORCE DEVELOPMENT PROGRAM
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS), or his designee, to accept Workforce Investment Act (WIA) 15% Governor's Discretionary funds in the amount of \$5.4 million for fiscal year (FY) 2003-04, and take such action as necessary to administer the WIA 15% Governor's Discretionary Funds on behalf of the County.
2. Approve the allocation of approximately \$4.8 million of the WIA 15% Governor's Discretionary funds; and carryover funds totaling \$2.1 million in local County WIA Formula funds, included in the FY 2002-03 CSS department budget; to the Department of Health Services (DHS) for the provision of healthcare Workforce Development Program (WDP) services, effective July 1, 2003 through June 30, 2004. CSS will retain \$560,000 of the FY 2003-04 15% Governor's Discretionary funds and \$400,000 of FY 2002-03 local County WIA Formula funds for administrative and program services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions will enable CSS to accept funding set aside by the State in FY 2003-04 for the healthcare WDP from the WIA 15% Governor's Discretionary funds for the provision of healthcare retraining services through a Memorandum of Understanding with DHS.

The healthcare WDP is a requirement under the 1115 Waiver extension and is comprised of training programs that address the DHS critical labor shortage problems and the need to upgrade worker skills through portable skills and bridge programs. The 15% Governor's Discretionary funds are part of the State's commitment to support a workforce training program required under the DHS Medicaid Demonstration Project (1115 Waiver) that allows DHS to restructure its healthcare delivery system.

The State has notified CSS that it will receive \$5.4 million for FY 2003-04 in 15% Governor's Discretionary Funds and indicated that the funding is in addition to those funds not expended from program year 2002-2003 that will be carried into the upcoming program year (Attachment A).

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan (Goal 2 – Enhance the quality and productivity of the County workforce, Strategy 1 – Establish an employee development system that improves the quality of the workforce by linking training activities to identified individual and organizational needs). The recommended actions will increase access to training services and enhance job training to DHS incumbent employees.

FISCAL IMPACT/FINANCING

Costs for WDP are 100% offset by federal WIA funding; therefore, there is no net County cost. The total FY 2003-04 budget for WDP is projected at \$7.9 million, \$5.4 million from 15% Governor's Discretionary funds and \$2.5 million in carryover set-aside from FY 2002-03 local WIA Formula funds. The local WIA Formula funds were previously approved in the CSS FY 2002-03 budget and will be utilized pursuant to WIA regulations. DHS will receive approximately \$4,840,000 from the 15% Governor's Discretionary and \$2.1 million in carryover set-aside in FY 2002-03 local Formula funds to support their WDP activities. CSS will retain approximately \$560,000 from the 15% Governor's Discretionary and \$400,000 from the FY 2002-03 local Formula funds to

cover administrative and programmatic expenditures on behalf of WDP. A summary of the funding distribution is delineated in the chart below.

	CSS	DHS	Total
15% Governor's Discretionary FY 2003-04	\$560,000	\$4,840,000	\$5,400,000
Formula FY 2002-03	\$400,000	\$2,100,000	\$2,500,000
Total	\$960,000	\$6,940,000	\$7,900,000

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 25, 2001, your Board approved a multi-year DHS Workplan for WDP. WDP has been providing transitional services, incumbent worker training, and portable skills upgrade training to DHS employees that will allow participants to assume higher demand jobs within the County or, as a last resort, build their skill sets to enhance their marketability in the private sector. The program has provided services to 2,400 DHS employees through April 30, 2003. It is anticipated that 3,096 will be served by WDP through the end of FY 2002-03. The numbers reflect the work accomplished at four major Los Angeles County Hospitals: Olive View, Los Angeles County-USC, King Drew, and Harbor-UCLA Medical Centers. WDP is now entering the fourth year of the five-year term of this program and WDP anticipates enrolling and training 5,605 more employees in FY 2003-04 as reflected in the "Measurable Outcomes" that was submitted to the State (Attachment B).

The healthcare WDP is funded by State WIA 15% Governor's Discretionary funds and local LA County WIA funds at a 2:1 match, respectively, over the life of the 1115 Waiver. Continued funding from CSS is contingent upon availability of local Formula monies. The Los Angeles County Workforce Investment Area is the grant recipient of the funds.

On May 8, 2003, the LACWIB approved the solicitation and acceptance of up to \$9.6 million in FY 2003-04 WIA 15% Governor's Discretionary funds for WDP. DHS, as a partner in this endeavor, has reviewed and concurred in the recommendations contained in this Board Letter. The required Grant Management Statement is attached (Attachment C).

CONTRACTING PROCESS

The State has designated the Los Angeles County Workforce Investment Area to receive, administer and allocate WIA 15% Governor's Discretionary funds for incumbent workers as well as local Formula funds. CSS and DHS entered into an MOU that sets the provision and coordination of services, ensuring compliance with WIA requirements.

IMPACT ON CURRENT SERVICES

The recommended actions will offer comprehensive services to employees impacted by DHS' restructuring efforts and those targeted for training under the 1115 Waiver.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Robert Ryans', with a long horizontal flourish extending to the right.

ROBERT RYANS
Director

Attachments (4)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
J. Tyler McCauley
Thomas Garthwaite, Department of Health Services
Annelle Grajeda, Services Employees International Union Local 660



Gray Davis, Governor

JUN 11 2003

69-1:15:is/das:7200

Ms. Josie Marquez, Acting Assistant Director
Employment and Training Branch
Community and Senior Services of Los Angeles County
3175 West Sixth Street
Los Angeles, CA 90020

Dear Ms. Marquez:

FUTURE NO-COST PROJECT EXTENSION

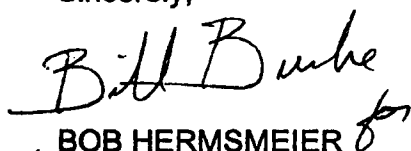
This letter is to confirm receipt of your request for \$9.6 million in Workforce Investment Act 15 Percent funds to continue the operation of your Healthcare Workforce Development Program for Program Year (PY) 2003-04.

Your request has been reviewed and project funding of \$5.4 million has been approved for PY 2003-04. Final funding approval is in addition to those funds not expended from your PY 2002-03 award that will be carried into next year's program; however, please note that any unspent funds from PY 2000-01 must be returned to the State.

Also, please be assured that should you decide to submit a no-cost extension, your modification request will be considered and judged on the merits of your justification for extension.

If you have any questions regarding this matter, please contact Larry Scaramella, Regional Advisor, at (916) 653-4204.

Sincerely,



BOB HERMSMEIER
Chief

cc: Larry Scaramella, MIC 69-1

Measurable Outcomes: for FY 03/04**Training Program Goals****FY 03/04
Projected Numbers**

Goal 1: Implement Training Programs Linked to Specific Waiver-mandated initiatives - As required by the 1115 Medicaid Waiver agreement. LACDHS must meet restructuring goals related to maintenance of outpatient visits, implementation of Clinical Resource Management, health program eligibility and itemized data collection. The Healthcare WDP intends to train and/or upgrade the skills of LACDHS employees into the following areas that will help stabilize the system and thereby create stable employment.

Patient financial services employees

Clinical resource management: inpatient clinical pathways – clinicians*

Itemized data collection: medical record coders (18 mon program)

Sub-total

	350
	1000
	35
	1,385

Goal 2: Implement Training Programs that Address Critical Labor Shortages by Training LACDHS Employees to Promote into Needed Occupations - As part of the Healthcare WDP, a labor market analysis was conducted to research national and regional healthcare industry labor supply and demand issues, and compare the needs and issues within LACDHS to other providers. The analysis looked at future trends, projected emerging needs and growth areas, and defined these areas in terms of their applicability to the planning and implementation of a training and education program. The following were identified as key areas where LACDHS faces shortages of qualified staff and where training provides some potential for alleviating those shortages, and providing stable employment.

Nursing – specialty (dialysis, ICU, ER)

Emergency Medical

Critical Care

Operating Room

Ped or Adult Physical Assessment

Nursing – skills enhancement (ACLS, EKG, IV, etc.)

Nursing – Registered nurses

Nursing – Licensed vocational nurses

Nursing – Precepting

Nursing – ward clerks

Nursing - Science Pre-requisites (Anatomy, Micro, Chemistry, etc.)

Other - to be identified (Phlebo, Rad Tech, Phar Tech)

Sub-total

	100
	100
	60
	35
	100
	350
	100
	250
	1095

Goal 3: Implement Training Programs Which Upgrade Worker Skills Through Portable Skills, Bridge and Other Innovative Training Programs - Training programs to upgrade worker skills will increase the likelihood that individuals impacted by the downsizing will be able to find positions within LACDHS, other County departments and in the marketplace. The following areas were identified as providing benefit to both the employee and LACDHS as a whole:

Communications

Preparatory Classes

Information Technology

Spanish language for health care workers – basic and advanced

Cultural Competency

Transition Support : Professional and Personal Skills

Other portable skills to be identified

Sub-total

	1000
	500
	750
	400
	75
	250
	150
	3,125

TOTAL

	5,605
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**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants \$100,000 or More**

Department: COMMUNITY AND SENIOR SERVICES – Lead
HEALTH SERVICES (DHS) - Collaborating department

Grant Project Title and Description: Healthcare Workforce Development Program

The L.A. County Department of Health Services 1115 Medicaid Waiver extension resulted in this mandated program. The WDP is funded through the WIA Governor's 15% Discretionary Funds and Local L.A. County WIA Formula Funds. The funds will be utilized to train and retain the DHS workforce affected by the DHS restructuring of the healthcare delivery system.

Funding Agency State EDD	Program (Fed. Grant #/State Bill or Code #) WIA Governor's 15% Discretionary Funds	Grant Acceptance Deadline N/A
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Total Amount of Grant Funding: \$5.4 Million **County Match Requirements:** \$2.5 Million

Grant Period: 7-1-03 to 6-30-04 **Begin Date:** 7-1-03 **End. Date:** 6-30-04

Number of Personnel Hired Under This Grant: **Full Time** **Part Time**

Obligations imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program? Yes __ No __

Will all personnel hired for this program be placed on temporary ("N") items? Yes __ No __

Is the County obligated to continue this program after the grant expires? Yes __ No X

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes __ No __

b). Identify other revenue sources Yes __ No __

(Describe) _____

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant. Yes __ No __

Impact of additional personnel on existing space: N/A

Other requirements not mentioned above: N/A

Department Head Signature



Date

6/17/03